

**M e m o r a n d u m**

Date: January 8, 2010

To: Monterey Area

Attention: Captain W. L. Perlstein

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.13791.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Monterey Area was conducted on May 27, 2008. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on November 18, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 835 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  5 percent error rate provided a total stratified sample size of 59 items when rounded up to the next whole number (d).

*Safety, Service, and Security*

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
<b>ICU Decals</b>	358	42.87%	24.44	25
<b>Telecommunications</b>	295	35.33%	20.14	21
<b>Fleet</b>	36	4.31%	2.46	3
<b>Weapons</b>	146	17.49%	9.97	10
<b>Total</b>	835			59

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 58 of the 59 items were located. One item, a [REDACTED] handgun, is assigned to an officer who has transferred from the command. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 6 of the 6 items reconciled. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate the minor discrepancy in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 8, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Monterey Area

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January 8, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in black ink, appearing to read "M. C. A. Santiago".

M. C. A. SANTIAGO, CIG  
Assistant Commissioner



Attachments

cc: Office of the Assistant Commissioner, Field  
Coastal Division  
Office of the Academy  
Office of Inspections, Audits Unit

# *Attachment A*

**CALIFORNIA HIGHWAY PATROL  
OFFICE OF INSPECTIONS, AUDIT UNIT  
PROPERTY INSPECTION DISCREPANCY REPORT  
Monterey Area - November 18, 2009**

**ATTACHMENT A.**

Equipment Description	CHP Number	Listed on property record but not found	Found but not listed on property record	Missing decal or correction needed to property record	Transfer	Not available for inspection	Comments
					X		Item is assigned to an officer that promoted and transferred to the Redwood City Area on July 1, 2009.

# ***Attachment B***

**CALIFORNIA HIGHWAY PATROL**  
**2009 ICU PROPERTY RECORD INSPECTION REPORT**  
**Monterey - 730**

**ATTACHMENT B**

Asset #	Description	Serial #	Y	N	A	T	C	Other/Comments
<b>Property inspection list to equipment</b>								
1	108541	TIMER REACTION ELECTRONIC HAND-HELD	CED	X				
2	110941	RADAR TRAFFIC MOUNTED	STALKER	X				
3	110942	RADAR TRAFFIC MOUNTED	STALKER	X				
4	110943	RADAR TRAFFIC MOUNTED	STALKER	X				
5	125256	BREATH ANALYZER	INTOXIMETER	X				
6	134212	UNINTERRUPTABLE POWER SOURCE	APC	X				
7	136005	LAPTOP	TOSHIBA	X				
8	136499	LAPTOP	TOSHIBA	X				
9	137838	HAND HELD RADAR UNIT	STALKER	X				
10	140912	LAPTOP	GATEWAY	X				
11	143486	COMPUTER	HEWLETT PACKARD	X				
12	143494	COMPUTER	HEWLETT PACKARD	X				
13	149257	COMPUTER	HEWLETT PACKARD	X				
14	149266	COMPUTER	HEWLETT PACKARD	X				
15	149295	COMPUTER	HEWLETT PACKARD	X				
16	150515	DEFIBRILLATOR, AUTOMATIC ELECTRONIC W/ACCESS	ZOLL AED	X				
17	150525	DEFIBRILLATOR, AUTOMATIC ELECTRONIC W/ACCESS	ZOLL AED	X				
18	153455	BREATH ANALYZER SYSTEM PAS DEVICE	LIFELOC	X				
19	155305	LAPTOP	GATEWAY	X				
20	155398	LAPTOP	GATEWAY	X				
21	155422	LAPTOP	GATEWAY	X				
22	90448	PRINTER LASERJET 4	HEWLETT PACKARD	X				
23	94381	CASSETTE RECORDER	SANYO	X				
24	95407	JACK HYDRAULIC 2-TON	LINCOLN	X				
25	XRR0004	ALCOHOL SCREENING DEVICE/CASE	INTOXIMTR	X				

**LEGEND:**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL**  
**2009 ICU PROPERTY RECORD INSPECTION REPORT**  
**Monterey - 730**

**ATTACHMENT B**

Equipment to inventory list									
1	114477	PRINTER	USQB011807	X					
2	139544	PRINTER	USDXP04375	X					
3	139545	PRINTER	USDXS03363	X					
4	146767	DIGITAL PHOTO COPY STATION	2172	X					
5	149261	COMPUTER	MXL7120BVL	X					
6	150185	COPIER/PRINTER DIGITAL MULTI-FUNCTIONAL	6600034X	X					

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# *Attachment C*

**CALIFORNIA HIGHWAY PATROL  
2009 TELECOMM PROPERTY RECORD INSPECTION REPORT  
Monterey - 730**

**ATTACHMENT C**

Asset #	Description	Vehicle/Misc.	Vehicle/Misc.	Serial #	Y	N	A	T	C	Other/Comments
<b>Property inspection list to equipment</b>										
1	R23252	Fixed Receiver - rack type		6371235	X					
2	R38254	Fixed Receiver - rack type		4205217	X					
3	R44602	Mobile Repeater	1248245	7553306	X					
4	R45094	Mobile Repeater	C2898F	1223777	7625997	X				
5	R45423	Mobile Repeater	1270544	7625926	X					
6	R46726	Mobile Repeater	1248656	7736459	X					
7	R47314	Mobile Repeater	1288962	7783469	X					
8	R47578	Mobile Repeater	3QDY770	5MOZ659	7783666	X				
9	R5274	Motorcycle - Repeater	M9688	T00274	X					
10	R57039	Control Head - Mobile	1249913		X					
11	R59031	Scanner	1248245	55009627	X					
12	R61135	Hand-Held Radio	19315	402AWUG153	X					
13	R61672	Hand-Held Radio	18179	AREI-08	402AWUG211	X				
14	R61897	Hand-Held Radio	19415	CTC 4-08	402AWUE960	X				
15	R65088	Hand-Held Radio	18052	402AWY6717	X					
16	R82869	Base Station - rack type		00-06-0095	X					
17	R93153	PRINTER		CNCV234065	X					
18	R93221	Mobile Radio	JPS Proj.	60200034	X					
19	R95488	INTERCONNECT SWITCH2	JPS Proj.		X					
20	R95502	CPU		USU44505F9	X					
21	R99546	Citizen Band Radio	C2898F	1223777	X					

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# ***Attachment D***

**CALIFORNIA HIGHWAY PATROL  
2009 FLEET RECORD INSPECTION REPORT  
Monterey - 730**

**ATTACHMENT D**

Equipment ID		License number	Manufacturer	Model	Y	N	A	T	C	Other/Comments
<b>Property inspection list to equipment</b>										
1	1249913	1249913	Ford	Crown Victoria (SMPV)	X					
2	1288962	1288962	Ford	Crown Victoria (Patrol)	X					
3	1290308	1290308	Ford	Crown Victoria (Patrol)	X					

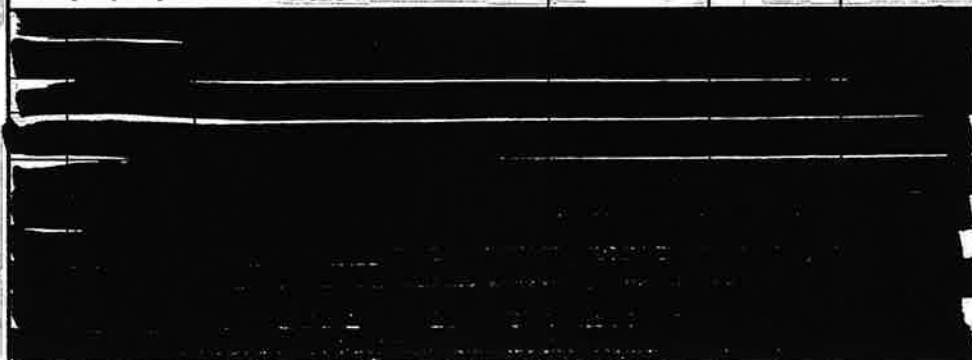
**LEGEND:**

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# *Attachment E*

**CALIFORNIA HIGHWAY PATROL  
2009 WEAPONS RECORD INSPECTION REPORT  
Monterey - 730**

**ATTACHMENT E**

Officer ID#	Model	Last Name	First Name	Serial #	Y	N	A	T	C	Other/Comments
Property inspection list to equipment										
					X					
					X					
					X					
								X		Officer promoted and transferred to the Redwood City Area (330).
					X					
					X					
					X					
					X					

**LEGEND:**

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# *Supporting documentation*

**From:** Judy Chavez  
**To:** AIMS\_ALL  
**Date:** 5/28/2009 8:03 AM  
**Subject:** Transfers -- PAGE 3 OF 6 - TRANSFERS & PROMOTIONS - SERGEANTS AND ABOVE

CHP2 00003 05/28/09 08.01.26  
PERI 00019 05/27/09 16.49.25

N 003 ALL COMMANDERS

FISCAL MANAGEMENT SECTION - TRAVEL & REVOLVING FUND AND PAYROLL UNIT  
PAGE 3 OF 6

RE: TRANSFERS & PROMOTIONS - SERGEANTS AND ABOVE ORDER #19-09

TRANSFERS - LIEUTENANT (CONTINUED)

NAME AND I.D. NUMBER	FROM	TO
NOCON, B.A. #13483 (NO EXPENSES)	801 INLAND DIVISION	801 INLAND DIVISION
SAMRA, M.S. #10546	465 MODESTO	425 SONORA AS COMMANDER (ONE-YEAR ASSIGNMENT)

TRANSFERS - LIEUTENANT

EFFECTIVE AND REPORTING 07/01/2009, THE FOLLOWING LIEUTENANTS, CHP, ARE TRANSFERRED AND ASSIGNED AS INDICATED. NO EXPENSES ARE AUTHORIZED.

NAME AND I.D. NUMBER	FROM	TO
BERGER, M.A. #12790	325 NAPA	680 EL CAJON
CHATY, M.C. #11702	330 REDWOOD CITY	465 MODESTO

PROMOTION TO SERGEANT

EFFECTIVE AND REPORTING 07/01/2009, THE FOLLOWING OFFICERS, CHP, ARE PROMOTED TO THE RANK OF SERGEANT, CHP, AND ADMINISTRATIVELY ASSIGNED AS INDICATED FOR A PERIOD OF ONE YEAR. EXPENSES ARE AUTHORIZED IF A MOVE IS CONSUMMATED UNDER THE PROVISIONS OF CHAPTER 3 OF HPM 11.1, UNLESS OTHERWISE NOTED.

NAME AND I.D. NUMBER	FROM	TO
AGUILAR JR., V.G. #12824	370 OAKLAND	340 SAN JOSE
ARMSTRONG, C.C. #17205	725 HOLLISTER-GILROY	340 SAN JOSE
BROLLINI, T.J. #9773	645 SAN DIEGO	625 EL CENTRO



**From:** Judy Chavez  
**To:** AIMS\_ALL  
**Date:** 5/28/2009 8:03 AM  
**Subject:** Transfers -- PAGE 4 OF 6 - TRANSFERS & PROMOTIONS - SERGEANTS AND ABOVE

CHP2 00004 05/28/09 08.02.40  
 PERI 00020 05/27/09 16.49.42

N 004 ALL COMMANDERS

FISCAL MANAGEMENT SECTION - TRAVEL & REVOLVING FUND AND PAYROLL UNIT  
 PAGE 4 OF 6

RE: TRANSFERS & PROMOTIONS - SERGEANTS AND ABOVE ORDER #19-09

PROMOTIONS TO SERGEANT (CONTINUED)

NAME AND I.D. NUMBER	FROM	TO
GRAHAM, J.I. #13662	680 EL CAJON	360 SONOMA COAST
GRANRUD, E.D. #15730 (NO EXPENSES)	006 OFFICE OF INVESTIGATIONS	006 OFFICE OF INVESTIGATIONS
HAWKINS, S.W. #17117*	590 CENTRAL LOS ANGELES	530 SOUTH LOS ANGELES
HEFNER, B.D. #14805	830 MOJAVE	450 MADERA
LINDHOLM, M.S. #10210	730 MONTEREY	330 REDWOOD CITY
LOPEZ, D.J. #13833	245 PLACERVILLE	246 SOUTH LAKE TAHOE
MANN, J.W. #15066	025 CAPITOL PROTECTION SECTION	006 OFFICE OF INVESTIGATIONS
MAYO, A.G. #12203 (NO EXPENSES)	091 OFFICE OF THE ACADEMY	015 OFFICE OF COMMUNITY OUTREACH AND RECRUITMENT
MC KEE, M.B. #15051	265 STOCKTON	465 MODESTO
MERCHANT, S.L. #12239 (NO EXPENSES)	201 VALLEY DIVISION	201 VALLEY DIVISION
MOSER, B.M. #15852	265 STOCKTON	465 MODESTO
ROMAN, T.J. #13899	580 WEST VALLEY	765 VENTURA
RUANO, L.Q. #14869*	601 BORDER DIVISION	140 SUSANVILLE
SHEERAN, J.J. #16557	265 STOCKTON	370 OAKLAND
TENETTE JR., D.J. #16308	280 WOODLAND	175 TRINITY RIVER